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THE

CHARTER

AND

BY-LAWS

OF

The Marshall Infirmary,

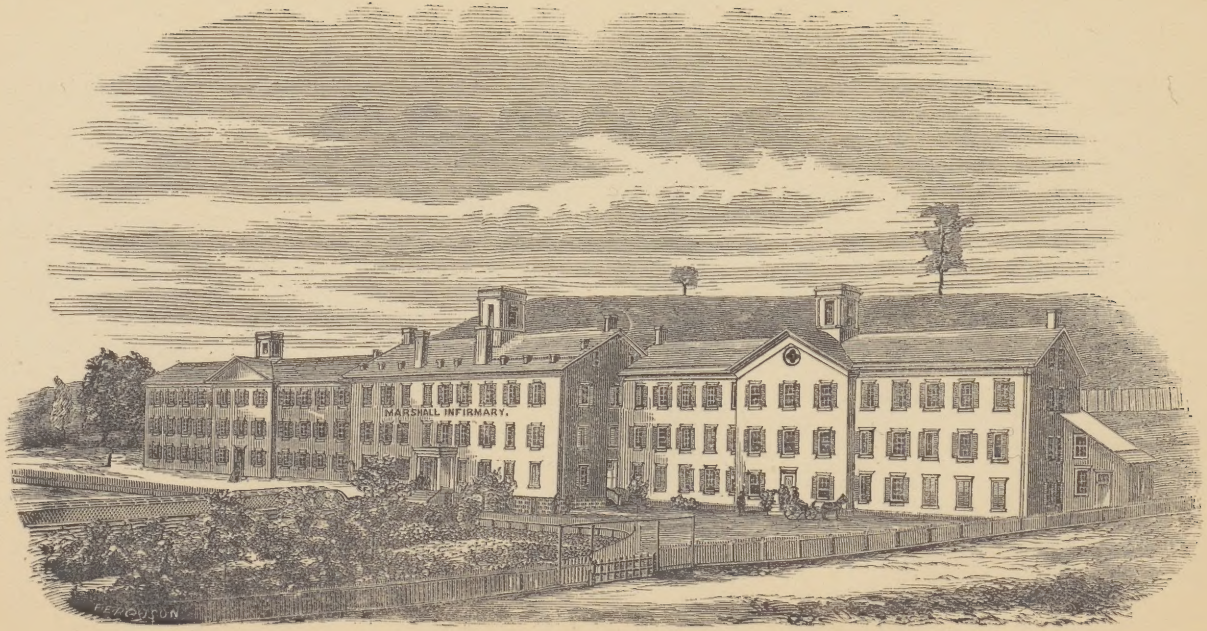
IN THE

CITY OF TROY,

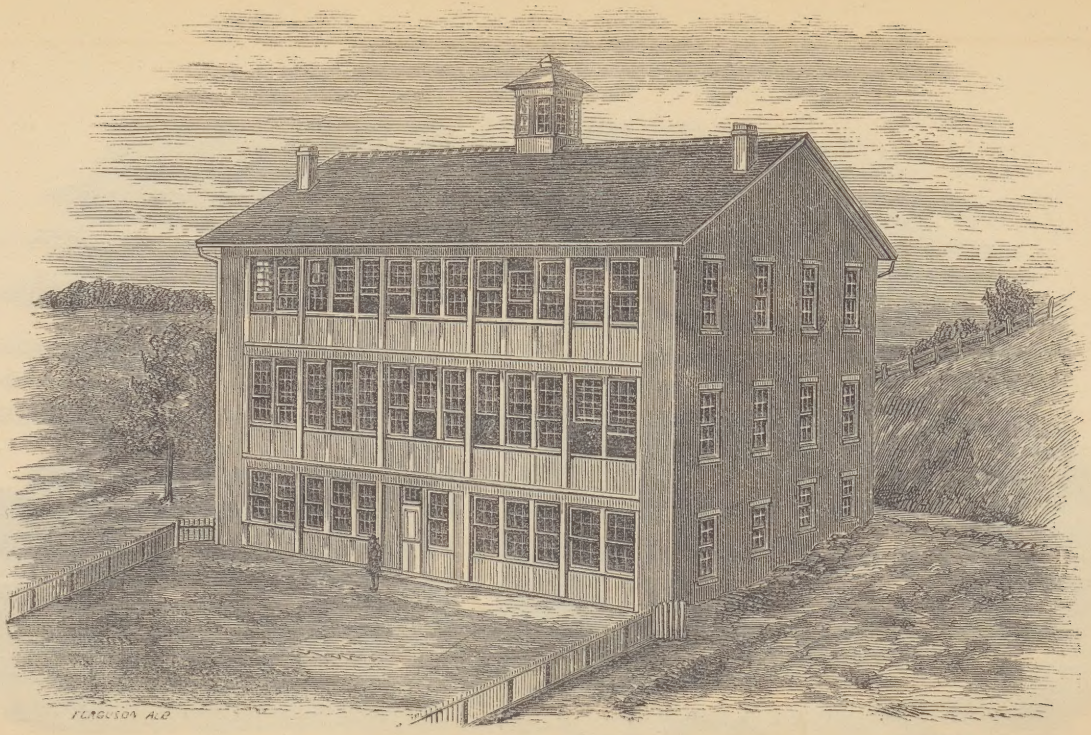
AND OFFICERS

FOR THE YEAR 1859.

TROY, N. Y.:
WM. H. YOUNG, 216 RIVER AND 8 FIRST STREET.
1859.



INFIRMARY. LUNATIC ASYLUM.



FEVER HOSPITAL.

THE

CHARTER

AND

BY-LAWS

OF

The Marshall Infirmary,

IN THE

CITY OF TROY,

AND OFFICERS

FOR THE YEAR 1859.

TROY, N. Y.:
D. H. JONES, PRINTER, NO. 216 RIVER STREET.
1859.

Officers of the Infirmary.

GOVERNORS.

Hon. Arba Read, Hon. Clarence Buel,	*Ex-Officio.*
Alphonzo Bills,	George M. Tibbits,
Amos S. Perry,	John L. Thompson,
E. Thompson Gale,	John T. McCoun,
Thomas W. Blatchford,	Jonathan Edwards,
J. W. Freeman,	James Thorn,
Thomas C. Brinsmade,	George Dauchy,
Alfred B. Nash,	Nathan B. Warren,
Hanford N. Lockwood,	Alfred Wotkyns,
Elias Johnson,	William F. Sage,
Jonas C. Heartt,	Stephen E Warren,
Joel Mallary,	Lyman Bennett,
Uri Gilbert,	D. Thomas Vail,
J. W. Downing,	J. Hobart Warren,

Thomas Coleman.

Jonas C. Heartt, *President.*
Hanford N. Lockwood, *Vice President.*
Stephen E. Warren, *Secretary.*
Alfred B. Nash, *Treasurer.*

COMMITTEE OF MANAGEMENT.

John W. Downing,	J. C. Heartt,
H. N. Lockwood,	A. B. Nash,

George Dauchy.

ATTENDING PHYSICIANS.

Alfred Wotkyns, M. D., James Thorn, M. D.,
Thos. W. Blatchford, M.D., Thos. C. Brinsmade, M.D.

RESIDENT MEDICAL SUPERINTENDENT.

LeRoy McLean, M. D.

MEDICAL ASSISTANT.

Steward—J. Harrison, *Matron*—Mrs. J. Harrison.

INTRODUCTION.

THE "MARSHALL INFIRMARY OF THE CITY OF TROY," is an incorporated institution designed for the accommodation of the sick who are destitute of those home comforts and convenient appliances, so essential to successful medical treatment. It originated with, and to a great extent was endowed by, the late BENJAMIN MARSHALL, ESQ. It is located on Mount Ida, in the Fifth Ward of the City of Troy, and within fifteen minutes walk of the Court House.

It consists of three departments, besides the lying-in department; one for those afflicted with the ordinary diseases of humanity; one for the treatment of pestilential and contageous diseases, and one for the insane.

The *first* are accommodated in a building 45 by 100 feet and four stories high, including the basement, which is capable of accommodating 80 patients.

The *second* is a building 40 by 60 feet and three stories high, capable of accommodating 70 patients. It is separated several hundred yards from either of the others, and is entirely out of sight of them, a lofty hill intervening.

The *third* is a building contigous to the first, 36 by 125 feet and three stories high, capable of accommodating 75 patients,—225 beds in all.

In addition to these, and adjoining, is a building 31 by 45 feet and three stories high, containing a chapel, dining rooms, wash room, laundry, kitchen, bakery, &c., &c. These are all built of brick in the most substantial manner, and furnished with every convenience and accommodation which enlightened

attention to these charities has found essential to their completeness. They are warmed by steam, lighted by gas, and furnished with an abundant supply of water from the never failing Poestenkill. The ventilation and sewerage, with water closets and bathing accommodations are all that can be desired.

In the erection of the last named buildings—namely, those for the accommodation of the insane, and the fever hospital for pestilential diseases, there was a concert of action between the Board of Governors and the Board of County Supervisors. The County furnished $12,000, and the Governors deeded the ground the new buildings cover to the County, and paid the balance; the Governors agreeing to take charge of all the "county lunatics," and all cases of pestilential diseases (small pox, &c.) sent to them by the respective Overseers of the Poor, at a sum sufficient to cover cost of care.

The cost of the whole establishment was about $77,000—more than half of which was given by Mr. Marshall, together with the nine acres which it covers.

The Board of Governors consists of twenty-seven individuals (besides the Mayor and Recorder, who are Governors ex-officio) chosen annually by the subscribers, from among our responsible citizens; all of whom, according to the by-laws, must themselves be liberal subscribers towards defraying the expenses of the institution.

The permanent officers, besides those already noticed, are a Steward, a Matron, a Resident Medical Superintendent, and a Medical Assistant. These last named reside in the institution, and oversee and superintend all its concerns, subject to the control of the Committee of Management and the Medical Board.

The Committee of Management meet every other week regularly. The Medical Board is chosen annually by the Board of Governors, and is composed of four Physicians and Surgeons of age and experience. They

visit the institution once a day in rotation of a month at a time, and render their services gratuitously.

The Nurses and Attendants are all kind and attentive—no harsh language is permitted to be used, no rough treatment and no improper conduct is allowed towards any of the inmates—all connected with the institution, whether officers, assistants or patients, are expected to conform to the "rules" adopted by the Board of Governors, which are suspended from the walls of the apartments in sufficient numbers and are sufficiently plain to be read and understood by all concerned.

It is the design of the Board of Governors, to accommodate all who may apply for admission, provided their case is deemed, by the Attending Physician, a proper one for medical treatment—an order from the Overseers of the Poor, either County or City, is all that is necessary to secure admission to that class who are a public charge, provided, also, that it meets the approval of the Attending Physician. For all other cases application should be made directly to the Physician whose month it is to attend.

The arrangement at present is as follows:

Dr. Wotkyns—January, May, September.
Dr. Blatchford—February, June, October.
Dr. Thorn—March, July, November.
Dr. Brinsmade—April, August, December.

In case of accident or sudden sickness no formality is required; direct application to the resident officers is all that is necessary.

The terms of admission to either department must necessarily vary according to the accommodations desired, and the amount of attendance and care required. The minimum charge per week being about $4 for the insane, and $2,50 for either of the other departments. Payment in advance or satisfactory security will be required in all cases. Each subscriber, however, has the privilege of recommending patients for admission

and continuing them there *free of charge* in either department for a term corresponding to the amount of their subscription, as provided in the By-Laws.

The building recently erected for the Insane, is believed not to be excelled by any Asylum of its size in the country, in its adaptedness to the comforts and wants of that most pitiable class of our fellow beings. No expense has been spared and no pains witheld to make it in every respect just what such an establishment should be. Before adopting any plan, precaution was taken to visit similar institutions, not only in our own State but in adjoining States, and not only once but again and again. And since its erection, the *resident Medical Superintendent* under instructions from the Medical Board, has made an extensive tour of observation among Insane Asylums, and for the facilities everywhere cheerfully afforded him, and the courtesies extended to him, the Medical Board and the Board of Governors, express their hearty thanks. The information thus obtained, it is believed will be of incalculable advantage in the management of this department. It is fondly hoped that, whatever may heretofore have been the condition and treatment of the Insane in this County, whose penury has made them a public charge, that hereafter it will be such as will satisfy all; and we congratulate the County of Rensselaer, that the stigma which has been attached to us in high places is now forever wiped out.

The Board of Governors are now ready to receive Lunatic Patients from any source,—the preference, however, will be given to those from this County. Accompanying the application for admission should be an intelligent statement of the case, addressed to the Resident Medical Superintendent. It should be if possible from a Physician; stating age, sex, nativity, condition, (married or single,) with the cause, character and time of the attack, together with the propensities and peculiarities of the individual, as far as known;

and any other circumstance which will throw light upon the case. The Post Office address of some friend of the patient, with whom to communicate, should also be furnished. This will be recorded in the case book of this department, where regular entries are made of each individual case, alphabetically arranged for convenient reference.

TROY, SEPTEMBER 1st, 1859.

THE CHARTER.

AN ACT

TO INCORPORATE THE MARSHALL INFIRMARY, IN THE CITY OF TROY, PASSED JUNE 20, 1851.

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

SECTION 1. Benjamin Marshall, Nathan B. Warren, Amos S. Perry, E. Thompson Gale, Thomas W. Blatchford, John Paine, William H. Hart, James H. Hooker, John T. M'Coun, Ebenezer Bell, Thomas White, Silas K. Stow, Elias Johnson, Jonathan Edwards, John G. Buswell, George Lesley, Amatus Robbins, Guy L. Wooster, George M. Tibbits, Joel Mallary, Joseph M. Warren, Le Grand B. Cannon, Alfred Wotkyns, Samuel Kendrick, George Dauchy, Thomas C. Brinsmade, John G. Britton, George Christie, Thomas Symonds, Jonas C. Heartt, John A. Griswold, Stephen E. Warren, William S. Sands, Gurdon Grant, George Gould, Charles H. Merritt, and such persons as may hereafter associate with them in such manner, and upon such terms as shall be specified in the by-laws of this corporation, are hereby constituted and appointed a body corporate and politic, in fact, and in name, by the name and style of the Marshall Infirmary in the city of Troy, for the purpose of establishing and maintaining a public hospital in the city of Troy, and by that name, they and their successors and associates, shall be capable of taking, by direct purchase or otherwise, holding, conveying, or otherwise disposing of, any real or personal estate, for the purpose of this incorporation, which estate shall not at any time exceed the net annual income of twenty thousand dollars.

§ 2. The members of this corporation shall, at any annual meeting, to be held at such time and place as the by-laws of said corporation direct and appoint, elect from their own number by ballot, and by a majority of votes given at such election, twenty-seven persons as Governors of said corporation, and the persons so elected, together with the Mayor and Recorder of Troy, for the time being, by virtue of their office, shall constitute a Board of Governors, and the Governors, so elected, shall hold their offices for one year, and until others are elected in their places.

§ 3. The said Board of Governors shall annually, and as soon as may be convenient after the said annual election, elect by ballot from among their numbers, a President, a Secretary, and a Treasurer, who shall hold their respective offices for one year, and until others are elected in their places.

§ 4. The following named persons shall, until the first annual election to be held as aforesaid, be Governors of the said corporation, and together with the Mayor and Recorder of the City of Troy, shall constitute the first Board of Governors as aforesaid, to wit: Benjamin Marshall, George M. Tibbits, Nathan B. Warren, William S. Sands, Amos S. Perry, Le Grand B. Cannon, E. Thompson Gale, Alfred Wotkyns, Thomas W. Blatchford, Samuel Kendrick, John Paine, William H. Hart, James H. Hooker, Thomas C. Brinsmade, John G. Britton, Elias Johnson, John T. M'Coun, Geo. Christie, Stephen E. Warren, Jonathan Edwards, Jonas C. Heartt, John G. Buswell, Amatus Robbins, George Gould, Lyman Bennett, George Dauchy and Joel Mallary.

§ 5. The said Board of Governors shall have power to conduct and manage all the business and concerns of the said corporation; to fill, until the time of the next annual election, any vacancy in the Board, occasioned by death, resignation or otherwise; to make such By-Laws as may be necessary, and not contrary

to law, relative to the management and disposition of the estate and concerns of said corporation, and to the admission of members, and to appoint such officers and servants as they may deem necessary.

§ 6. Seven Governors, including the President, or Vice President, shall be a quorum for the transaction of all business, except the sale or alienation of any of the real and personal estate of the said corporation, or the leasing of any of the real estate thereof, for a longer time than one year, or for the discharging of any officer, or for the suspending or discharging of any Physician or Surgeon of said Hospital, for which purpose, or any of them, the consent of a majority of all the members of the said board, shall be necessary.

§ 7. The said corporation shall be subject to the general provisions and liabilities contained in the third title of the eighteenth chapter, of the first part of the revised statutes.

§ 8 This act shall take effect immediately.

BY-LAWS

OF THE

Marshall Infirmary, in the City of Troy,

ADOPTED BY THE BOARD OF GOVERNORS, AT TROY, THE 28TH DAY OF JULY, 1851, AND AMENDED AT THE QUARTERLY MEETING, JANUARY 12, 1856, AND AGAIN AMENDED OCTOBER 30, 1859.

CHAPTER I.

Of the Qualification of Members.

SECTION 1. Every person who has contributed, or shall hereafter contribute, for the purpose of this corporation, ten dollars, and shall pay annually thereafter three dollars towards the support of the Marshall Infirmary, shall be a member of this corporation.

SEC. 2. Every person who has contributed for the same purposes one hundred dollars, and shall pay annually thereafter five dollars, to the funds of this corporation, shall be a member thereof, and entitled to recommend one sick person to be supported without other charge at the Infirmary for six weeks in each year of his contribution.

SEC. 3. Every person who shall contribute for the same purposes five hundred dollars, shall be a member of this corporation for life, and entitled to recommend one sick person as aforesaid for twenty-six weeks in each year.

SEC. 4. Every person who shall contribute for the same purposes one thousand dollars, shall be a member of said corporation for life, and entitled to recommend one sick person as aforesaid for fifty-two weeks each year.

SEC. 5. Every person, corporation or firm who shall annually pay ten dollars to the funds of this corporation, shall be entitled to recommend one sick person as aforesaid for four weeks in each year without charge.

SEC. 6. No new contributor shall have a right to vote at any election for Governors, unless he shall have paid his contribution or donation at least three months previous to said election.

SEC. 7. No person shall be eligible to the office of Governor, unless he shall be a life member, or has contributed for the purposes of this corporation at least twenty-five dollars, and, annually thereafter, five dollars.

CHAPTER II.

Of the Annual Meeting.

SEC. 1. The annual meeting of members of this corporation shall be on the second Monday of July in each year, and their first meeting shall be at the Court House in Troy.

CHAPTER III.

Of the Election of Governors.

SEC. 1. Notice of the hour and place of meeting for the election of Governors each year shall be given by the Secretary in one or more of the daily papers published in Troy, at least seven days previous to such meeting.

SEC. 2. Each member may vote at such election in the ratio of his contribution, (that is, one vote for every ten dollars contributed, provided that no person shall, in any case, have more than forty votes.)

SEC. 3. The Secretary for the preceding year shall immediately after the said election in each year, give notice in writing to the Governors elected, and to the Mayor and Recorder of said City of Troy, requiring them to meet on Monday of the week next after their election, to choose a President, a Vice President, a Recording Secretary, a Treasurer, a Committee of Management and a Medical Board for the ensuing year.

SEC. 4. The Governors when elected shall declare, either at the first meeting after their election, or by letter addressed to the Secretary, at least one day previous to such meeting, whether or not they are willing to act in their office, otherwise their election shall be void.

SEC. 5. In case the number of Governors elected shall at any time, by death, resignation, absence, neglect of duty, or refusal to act in their office, be less than twenty-seven, or in case, by any of those causes, the whole number of Governors so elected shall be less than twenty-seven, the deficiency shall be made up, within thirty days after such vacancy, by the vote of the Governors for the time being, at a meeting to be convened for the purpose.

CHAPTER IV.

Of the Governors.

SEC. 1. A quarterly meeting of the Governors shall be held, in the committee room of the Infirmary, on the last Monday of October, January, April, and July in each year. Seven shall constitute a quorum for the transaction of business, which shall come up in the following

Order of Business.

1. Constitute by the appointment of officers, if the absence of any officer makes it necessary.
2. Reading the minutes
3. Communications or petitions.
4. Report of Committee of Management.
5. Report of Treasurer.
6. Report of Steward.
7. Report of Physicians and Surgeon.
8. Report of Special Committees.
9. Unfinished business.
10. Miscellaneous business.

At the annual meeting in July the choice of officers shall be the third order of business.

SEC. 2. The Governors shall choose by ballot, out of their number, on the second Monday of July in each and every year, one President, and one Vice President, one Recording Secretary and one Treasurer; and also out of their number they shall nominate and appoint by vote, a Committee of Management, consisting of five, of whom three, including their Chairman, shall be a quorum; all of whom shall remain in office one year from the date of their appointment.

SEC. 3. The Governors, at the Annual Meeting in each and every year, shall elect by ballot four medical officers, to be the attending physicians for the year, their services to be gratuitous, and they shall constitute the Medical Board of the Marshall Infirmary.

SEC. 4. The President, or in his absence the Vice-President, shall, at the request of two Governors, summon and call together, (by letter from the Secretary, at the Committee room of the Infirmary, at any time to be appointed by him,) the Governors of the corporation for the time being, giving them at least one day's notice thereof, and intimating the purpose of the meeting.

SEC. 5. The Governors shall at any meeting appoint such officers, including Medical Superintendent, Medical Assistant, Steward and Matron, or Housekeeper, as may be necessary for the management of the Infirmary, and fix their salaries, who shall respectively remain in office as long as they continue to discharge properly the duties thereof.

SEC. 6. Two of the Governors shall, in rotation, visit the Infirmary, at least twice a week, and shall enter their names in a book with such observations relating to the Institution as they shall think necessary.

SEC. 7. If any officer, even the Steward, or the Matron, shall at any time become unfit to perform the duties of his or her office, it shall be the duty of any Governor or officer of the corporation, acquiring a knowledge thereof, to make known the same to the Committe of Management, who shall have power to

suspend such officer from the exercise of his or her office, if they think proper, until a meeting of Governors can be obtained with as little delay as possible, to take cognizance of the charge or charges which may be brought against them or either of them, and in case of complaint against any Governor or officer, they shall examine into the case and report thereon to the President, or, in his absence, to the Vice-President. And in default of attention thereto by the Committee of Management, the Governor or officer aforesaid, shall lay his complaint before the President, or, in his absence, to the Vice-President, who shall cause the Secretary to summon a meeting of Governors, at a time to be appointed by him, and to give notice to the party or parties complained of, with a copy of the charge or complaint, and to the party or parties complaining; and the Governors shall, at such meeting, after hearing both parties, remove by ballot or otherwise, if they find sufficient cause, the person or persons complained of.

CHAPTER V.

Of the President and Vice President.

SEC. 1. The President shall preside at all meetings of the Governors, and preserve order therein.

SEC. 2. When the office of President shall be vacant, or in his absence, the Vice-President shall succeed to all his rights and duties.

CHAPTER VI.

Of the Recording Secretary.

SEC. 1. The Secretary shall have the custody of the seal of this corporation.

SEC. 2. He shall attend all meetings of the Governors and take minutes of their proceedings, and cause them to be recorded in a book for that purpose; and when he cannot be present, it shall be his duty to see that the minutes are on the table, and likewise any communication in his possession requiring the action of the

Governors. The minutes shall be read and approved before adjournment.

SEC. 3. He shall cause due notice of the time and place of such meetings to be given to each Governor.

CHAPTER VII.

Of the Treasurer.

SEC. 1. The Treasurer shall give security, to be approved by the Governors, for the faithful performance of his duties.

SEC. 2. He shall have custody of all bonds, title-deeds, and other papers and documents relating to the property of the corporation.

SEC. 3. He shall open an account with one of the Banks in the city of Troy, in the name of this corporation, and shall deposite all monies, immediately after the receipt, to such account.

SEC. 4. He shall keep a regular book of accounts of his receipts and expenditures, which shall at all times be open to the inspection of any Governor.

SEC. 5. He shall pay no monies without a written order of the President or Vice President, countersigned by the Secretary of the Committee of Management, and approved by them.

CHAPTER VIII.

Of the Committee of Management, who are also the Auditing Committee.

SEC. 1 They shall, at their first meeting, elect by vote a Chairman and Secretary.

SEC. 2 The Committee of Management shall meet on the first and third Wednesdays of each month, and shall have power, and it shall be their duty to inquire strictly into the domestic economy of the Infirmary, and to order all things necessary for the same—to inquire into the conduct of Governors, Officers, Steward, Matron and servants of the Hospital; and report thereon to the President, as prescribed by the By-Laws; to order all

repairs, to oversee and control, as far as they have authority by these By-Laws, everything connected with the management of the Infirmary, to audit, inspect and approve all accounts before payment of the same, and to report a statement of all their transactions to each quarterly meeting of the Governors.

Sec. 3. They shall have the general charge and care of the property of the corporation.

Sec. 4. At their meetings minutes of the proceedings shall be kept, which their Secretary shall transcribe into a book which shall be exhibited at each meeting of the Governors.

Sec. 5. They shall have power, and it shall be their duty to engage and discharge all servants of the Infirmary, and fix their wages.

Sec. 6. They shall, at each quarterly meeting of the Governors, report the state of the Infirmary, and the number of patients admitted and discharged during the preceding quarter.

Sec. 7. They shall cause to be inserted in a book all orders to the Steward for the purchase of stores, which orders must be signed by the Chairman.

CHAPTER IX.

Of the Steward.

Sec. 1. He shall purchase, under the direction of the Committee of Management, fuel, provisions and other stores, for the Infirmary, (except medicines and medical stores,) and shall be accountable for the same.

Sec. 2. He shall keep an account of all such stores, and shall deliver them only on a requisition of the Matron, entered by her in a book provided for that purpose.

Sec. 3. He shall keep pass books of all articles so purchased of tradesmen with whom accounts are opened, and for all other articles he shall obtain bills of items, all of which he shall lay before the Committee of Management at each of their meetings.

SEC. 4. He shall keep an account of monies due by patients, and shall collect the same.

SEC. 5. He shall present to said Committee every three months, and oftener, if required, a statement of his accounts, and shall show his books, if required.

SEC. 6. He shall give to them timely notice in writing when any of the stores are nearly exhausted.

SEC. 7. He shall, immediately on the admission of each patient, take an inventory, in a book to be kept for that purpose, of his or her clothes, and other effects —shall order the clothes purified if necessary—shall deliver them to the patient on leaving the Infirmary, or, in case of death, to any person authorized by said committee to receive them. Any clothes of a patient may be burned, if necessary, with the approbation of the attending medical officer.

SEC. 8. He shall keep in a book for that purpose, an account of the servants' time and wages, and pay the same when ordered by said committee.

SEC. 9. He shall keep every part of the premises without the Infirmary, in proper order.

SEC. 10. He shall keep the keys of the outer doors and gates, and lock and open them at such hours as said committee shall direct.

SEC. 11. He shall have charge of all the intoxicating drinks in the Infirmary, and shall suffer none to be used as a beverage by any one connected with the institution, except as directed by the attending physician. No smoking shall be allowed. He shall report to the Committee of Management any infraction of the rules; also, any cases of profane swearing, drunkenness, obscenity, or irregularity of conduct, that individuals thus offending may be by them immediately discharged, if said committee shall so decide.

SEC. 12. He shall write the minutes, &c., of said committee when required.

SEC. 13. He shall hang up in the Hall of the Infirmary the names of the weekly Visiting Committe, and

shall on Saturday prior to their week of attendance, give them notice thereof by letter.

SEC. 14. He shall exhibit his books of accounts at all meetings of the Governors, and before such meetings it shall be his duty to see that the minutes are present to be read and approved, as likewise any papers in the hands of the Secretary, which requires to be acted upon.

SEC. 15 As soon as the body of a patient dying in the Infirmary is laid out in the dead-house, it shall be the Steward's duty to keep the body safely there until delivered for interment, or to such authorized party as the law may direct.

SEC. 16. He shall give reasonable security to the Governors for his fidelity.

SEC. 17. He shall not be absent from the Infirmary except on duty, without permission of the attending Medical Officer.

SEC. 18. When a patient shall wish it, the Steward shall send immediately for such Clergyman as the patient may desire.

SEC. 19. He shall visit every occupied ward at least once a day, and shall at all times exercise a general oversight of the Institution, and all its inmates.

CHAPTER X.

Of the Medical Board.

SEC. 1. The Medical Board of the Marshall Infirmary shall consist of the attending Physicians and Surgeons.

SEC. 2. The number of the attending Medical Officers shall be four, who shall make such arrangements among themselves, that the Infirmary be visited once every day, at least, by one of them.

SEC. 3. No person shall be eligible to the office of attending Physician or Surgeon, who is not a member of the Rensselaer County Medical Society, in regular standing.

Sec. 4. The visiting hours for the attending Medical Officers shall be between twelve o'clock (noon,) and two o'clock, P. M. of each and every day, unless otherwise directed, Sundays excepted. It shall be their duty during their respective terms of attendance to direct the treatment of all the patients under their care. In cases of emergency, admitting of no delay the Medical Superintendent, may prescribe, but he shall report to the attending Physician or Surgeon at their first visit the circumstances and the treatment.

Sec. 5. Should any one of the Medical Officers be unable from illness, or intended absence from town, to fulfill the duties of his office, he shall obtain the assistance of some other of the Physicians or Surgeons for the time being.

Sec. 6. In all important surgical cases requiring operations, (except in emergencies where delay might be dangerous) and in medical cases, when desired, a consultation of the attending Physicians and Surgeons shall be summoned.

Sec. 7. The attending Medical Officers shall have full power at all times, to visit and examine the Apothecary's shop.

Sec. 8. It shall be the duty of the Medical Board to examine all candidates for the situation of Medical Superintendent and Apothecary, and engage them, subject to the appointment of the Governors.

Sec. 9. The Medical Board shall communicate to the Governors, in writing, their action in the matter of supplying vacancies, and their opinion of the candidates presented for election.

Sec. 10. Any member of the Medical Board may recommend patients for admission in like manner as Governors.

Sec. 11. The attending Medical Officer shall alone have the power to admit and discharge any patient; except in cases of severe injuries, when the patient shall

be admitted at any hour of the day or night without recommendatory letters.

Sec. 12. The attending Physicians and Surgeons shall have power to establish rules for the regulation of their respective wards, to be framed and hung up therein subject to the approval of the Governors. They shall also regulate the diet of patients.

Sec. 13. For the purposes of pathological investigation, the attending medical officers of the Infirmary shall have the power of examining, *post mortem*, the bodies of patients deceased; and such examination shall be conducted with the strictest regard to propriety and decency.

CHAPTER XI.

Of the Resident Medical Superintendent & Medical Assistant.

Sec. 1. No one shall be eligible to the office of Resident Medical Superintendent unless he submit testimonials of an honorable medical graduation satisfactory to the Medical Board, and possessing learning, character and experience adapted to the discharge of his important duties. He shall have attained the age of twenty-five years, and shall have been at least four years in medical practice. His salary shall be determined by the Governors, and he shall reside in the Infirmary. He shall be entitled to one Medical Assistant, whose compensation shall be his board and the advantages of place. He shall be of good moral character and respectable professional attainments. He shall have studied medicine at least one year with some regular physician, and attended at least one full course of lectures in some approved Medical College. He shall be appointed by the Governors upon the recommendation of the Medical Board, and his continuance in office shall be at the pleasure of the Medical Board. He shall be subject to the rules of the Institution, as other officers, but shall be especially under the direction

of the Medical Superintendent, and under his supervision shall discharge the duties of Apothecary.

Sec. 2. The Medical Superintendent shall visit all occupied wards in the Infirmary at least once every morning and evening, and oftener when requested to do so by the attending Medical Officer or Steward; he shall at all times be prepared to report to the attending Medical Officers, the state of the patients since the last visit.

Sec. 3. In any case of an urgent nature, he or his assistant shall immediately summon the attending Medical Officer, and if he cannot be found, he shall call upon either of the attending physicians.

Sec. 4. They shall not be absent from the Infirmary during the period fixed for the visits of the attending Medical Officers, and when at any time they may go, must leave word with the Steward or Matron where they may be found during their absence.

Sec. 5. They must always be in the Infirmary at a seasonable hour in the evening, and never sleep out of the building, unless with the permission of one of the attending Physicians, and with the knowledge and approbation of the Steward or Matron. At no time must the Infirmary be left without a Medical Officer.

Sec. 6. The Medical Superintendent shall have charge of all Surgical Instruments belonging to the Infirmary, shall keep them in order and shall be responsible for the same; he shall preserve an inventory of them, which, together with the instruments, he shall deliver over to his successor. No instrument of any kind is to be loaned to any one without the written order of the Attending Surgeon on duty. He shall also superintend the making up of all tinctures, pills, preparations, &c., &c., required to be kept on hand, and all prescriptions ordered for patients.

Sec. 7. The Medical Superintendent shall insert in the case book under his charge, an account of all operations performed in the Infirmary, and by whom performed. He shall be responsible for the affixing of the

names, and other particulars of the patients at their beds' head, and he shall enter in the register of patients, the name, sex, age, religion, country, place of residence, disease, and time of admission of every patient received into the Infirmary; also, the name of the person by whom the patient has been recommended, whether a pauper or pay patient, and the rate per week; and the time and manner in which the patient leaves the Infirmary.

SEC. 8. He shall, with the aid of his assistant, under the direction of the attending Physician, keep a register of all medical cases which occur in the Infirmary, (and which the latter shall think worthy of preservation,) which book shall be neatly bound and kept in the library for the inspection of the friends of the patients, the Governors, Physicians and Surgeons. In this register shall be entered in alphabetical order the name, age, and occupation of each patient, the probable cause and history of his disease, the remedies used before and after his admission, the name of the attending Physician or Surgeon, his daily reports on the case, the termination of the disease, either in recovery, relief, or death, and such other circumstances as may tend to illustrate the case, and the nature of the disease.

SEC. 9. It shall be his duty to notify the members of the Medical Board whenever a consultation is required.

SEC. 10. He shall draw up a quarterly report of the state and number of patients admitted and discharged previously to the meeting of the Governors and the Committee of Management, which he shall sign with the Steward, and which shall be approved by the Medical Board; and he shall notify the Steward of the dismissal of all patients.

SEC. 11. In all cases when it becomes necessary to notify the Coroner of the sudden death of any individual within the precincts of the Infirmary, it shall be the duty of the Medical Superintendent, by his Assistant or otherwise, to give such notice, and, on the

holding of the inquest, he shall be the medical officer referred to for information by that functionary and the jury summoned by him, and shall be entitled to the fees paid by the Coroner in such cases.

CHAPTER XII.

Of the Apothecary.

SEC. 1. No person shall be eligible as Apothecary, until he shall have laid before the Governors satisfactory proofs of good moral character, and of his having been examined and approved of by the Medical Board.

SEC. 2. He shall compound and make up, under the superintendence of the Medical Superintendent, all the medicines required to be kept on hand; he shall take charge of such wards as are assigned to him by the attending Medical Officer.

SEC. 3. He shall visit these at least once every morning and evening, and oftener, when required to do so by the attending Medical Officer; and in the event of his observing any great or sudden change in any of the patients of his ward, he shall immediately notify the Medical Superintendent to that effect.

SEC. 4. He shall regularly attend the shop, keep everything belonging thereto clean and in proper order, and never absent himself from the Infirmary without the knowledge of the Medical Superintendent.

SEC. 5. He shall deliver to the nurses of his wards, the different medicines, &c., ordered for the patients of each, the directions for which shall be legibly written or printed, and affixed to each phial, box or parcel.

CHAPTER XIII.

Of the Matron.

SEC. 1. The Matron shall visit the wards of the Infirmary every morning at eight, every afternoon at one, and every evening at eight o'clock, and oftener, if necessary; at these visits, she shall see that the

wards are properly attended by the nurses, and that all the patients are in their respective wards, and report to the Medical Superintendent the names of such patients as are absent, without leave, from their respective wards

Sec. 2. She shall oversee the conduct of the patients and servants, and take care that the wards, apartments, bed clothes, linen, &c., are kept clean and in good order.

Sec. 3. She shall have charge of all the furniture, beds, bedding and dresses belonging to the Infirmary, as far as regards her department.

Sec. 4. She shall report any misconduct of the patients or servants, or any other irregularity occurring in the house, to the attending Physician or Surgeon; or in his absence, to the Medical Superintendent, and to the Committee of Management.

Sec. 5. She shall prevent anything being taken into the wards except that which is ordered.

Sec. 6. She shall not admit any person or persons to see any patient or patients except at the hours appointed by the Medical Board of the Infirmary.

Sec. 7. She shall superintend the preparing the diet of the patients, and be particular that the same diet, in quality, and at the time prescribed, be given, and nothing else; she shall also keep a diet-list, with the number of patients on each diet.

CHAPTER XIV.

Of the Nurses.

Sec. 1. When a patient is admitted into the Infirmary, the nurse of the ward, to which such patient may be entered, shall immediately wash his or her face and hands, neck and arms, feet and legs, with tepid water; she shall give him or her (if he or she have none) an Infirmary shirt and night cap, and shall deliver, without delay, his or her clothes, after an inventory of them has been taken, to the person ordered by the Steward to receive them.

SEC. 2. The nurse shall, at the next visit, state to the attending Physician or Surgeon such circumstance or circumstances as may tend to throw light on the case, and shall be ready to do the same, if required, at each succeeding visit.

SEC. 3. In the event of any patient being seized with violent or alarming symptoms, immediate notice thereof must be given to the Medical Superintendent or his assistant.

SEC. 4. The nurses when ordered by the Matron, shall change the patients linen, bed linnen and bedding.

SEC. 5. The Nurse shall receive no medicines sent from the Apothecary's shop to the wards, unless labelled and directed.

SEC. 6. When a death occurs, the nurse of the ward shall immediately give information to the Steward.

SEC. 7. They shall clean their respective wards, &c., at 8 A. M., from the first of May to the first of November, and at 9 A. M., the remainder of the year.

SEC. 8. The nurses shall be diligent in complying with the orders of the Medical Officers, Steward and Matron, and they shall behave with tenderness to the patients.

SEC. 9. They shall pay particular attention to the patients, and as often as necessary supply them with the drink prescribed, and when they are able shall place the vessel or vessels containing their drink, conveniently within their reach, and take care that they never remain empty, and assist them when they are unable to assist themselves.

SEC. 10. They shall see that the patients take their medicine as prescribed.

SEC. 11. They shall never, on any account, allow anything to be brought into the wards, or given to the patients, except that which is ordered by the Medical Officers.

SEC. 12. They shall give immediate notice to the Physician, or in his absence, to the Steward or Matron,

when any patient or patients shall have violated any of the By-Laws of the Infirmary.

SEC. 13. They shall always keep themselves clean and decently clothed.

SEC. 14. The nurses connected with the Insane Department must be particularly careful, faithfully to discharge their very responsible and often very trying duties. They must never suffer themselves to be provoked to *anger*, or any approximation to it, by any conduct of an Insane person, no matter how great the provocation, or how unreasonable the conduct. The treatment towards them on *all occasions* is comprised in *two words*—KINDNESS and FIRMNESS. Kindness without firmness, or firmness without kindness, would alike prove equally ineffectual either to gain their confidence or control their waywardness, but combined they are usually found successful; they are considered indispensible. Their little wants, little only in the eyes of others, must be kindly noticed, and when consistent and not injurious should be gratified. Promises should be very cautiously made to them, and when made, they should be punctually fulfilled, unless a satisfactory excuse can be offered. They should never be deceived —never cheated. The strictest regard to truth will at all times be required of all the attendants. The great and constant endeavor of the Nurse should be to gain their entire confidence, and convince the poor maniacs that they are surrounded by friends, remembering this is to be done more by actions than words. Restraint at times will of course be found necessary, but the Medical Superintendent must be the judge when to employ it, and when refractory patients cannot be controlled by mild persuasive means, notice must immediately be sent to that officer, or in his absence, to the Steward or the Medical Assistant.

SEC. 15. Impetuous, angry language must never be indulged in, indeed no conduct inconsistent with the strictest propriety will be tolerated in any Nurse.

At no time must a ward be left without an attendant. Cleanliness must be strictly observed in the persons of Nurses as well as patients, and in the wards and halls. as well as in the sleeping apartments—*neither person nor place should be considered clean, if they can be made cleaner.* Any departure from cleanliness in a patient must be immediately rectified, and the necessity is greatly increased if the filthiness consists of offensive secretions.

Sec. 16. Nurses should be careful in their intercourse with *visitors* while in the presence of patients. They should remember that with the Insane the sense of hearing is often very acute—a low whisper being often heard at a surprising distance. Nurses should therefore never allow themselves to talk about the peculiarities of patients, or relate their history, or describe their doings, or say any thing which could in the least wound their feelings. Never make fun of patients, never ridicule them, but treat them always with respect. Any irregularities or misconduct in patients, or any apparent tendency or disposition to injure others or themselves, or any threats or actions tending to suicide, must be immediately reported to the Resident Officer. While patients are preparing for meals, and while at meals, they require peculiarly close watching, for it has been found that at such times most of the escapes have been effected.

Any considerable departure from these rules or any others which the Board of Governors may adopt from time to time will expose the delinquent to be discharged.

CHAPTER XV.

Of the Admission of Patients.

Sec. 1. Every Governor and Medical Officer of the Infirmary, and the clergymen belonging to the congregations of this city, may recommend patients to be admitted into the Infirmary, in the manner and form hereinafter prescribed; but it shall be the exclusive

prerogative of the attending Physician or Surgeon, as the case may be, to judge if the person so recommended be laboring under such disease as is admissible into the Infirmary, according to the By-Laws of the corporation.

SEC. 2. In any urgent case, when delay may be dangerous, the Medical Superintendent shall have power to admit patients, but he shall immediately give information of the same to the attending Physician or Surgeon, as the case may be, or if he cannot be found, to any other of the Medical Board of the Infirmary.

SEC. 3. No patient shall be admitted into the Infirmary whose case shall be considered incurable, except by the unanimous consent of the Medical Board, or whose case does not require the particular benefit of in-door practice.

SEC. 4. No children under six years of age, except in cases where the greater operations are to be performed, shall be admitted into the Infirmary.

SEC. 6. Such patients as are able to pay, shall be admitted into the Infirmary, at such rate per week, as may be fixed by the Committee of Management, for the payment of which the person recommending such patient shall be responsible.

SEC. 7. A male and a female ward shall be devoted to lock-ward cases. Patients shall not be admitted into the lock-wards as paupers, but each and every lock-ward patient shall pay at such rate as may be fixed by the Committee of Management; and if it be not specified on the ticket of admission that he or she be a lock-ward patient, then the attending Medical Officer shall send back such patient to the person recommending, with the words, "lock-ward" written on the ticket; and if the person recommending shall renew his recommendation, he shall then be responsible for the payment of the Infirmary dues for such patient. No lock-ward patient shall be admitted into the common wards.

Sec. 8. Two beds, (one in the mens' and one in the womens' wards,) shall be kept in reserve to receive such patients as may from sudden accidents, be in need of immediate relief.

Sec. 9. *Admission to the Lunatic Department.*—Some friend of the patient, unless the patient be sent by the Overseer of the Poor, either county or city, should if possible visit the Infirmary in the first place to ascertain whether accomodations are in readiness, and whether the Rules and Regulations are such as will probably give satisfaction. They can then procure of the Steward or Medical Superintendent, a blank to be filled by the Physician, having had the patient in charge, and make an agreement as to the price of board. The price of board must depend upon the amount of room and degree of attention required. It cannot however be much less than $4,00, including all expenses. Advance payment, for board, or satisfactory security for the same will be required in all cases.

Sec. 10. As little force as is consistent with safe conveyance should be employed in the transportation of patients. In most cases, before attempting their removal, patients should be told *where* they are going, and *why*. In very many cases, so far from a reluctance being manifested, a cheerful ready compliance is exhibited. But, where the fact of their condition and their destination is not made known to them, until the surroundings of the Institution suddenly reveals it, opposition, resistance and excitement is frequently the unpleasant result. This, if possible, should be avoided.

The idea most prevalent with the insane, and one of the first symptoms developing insanity, is usually, hatred of kindred and friends, and soon the nearest relations and the best friends often become in their estimation, implacable enemies, and to avoid them, they are very willing to go in search of another home, and of better friends.

Sec. 11. All patients before being received are

hereby required to be *personally clean and comfortably clothed.* They should be supplied with two changes of clothes, other than under-garments, of which there should be four. If those patients who are a public charge are deficient in this respect, the Steward shall give immediate notice of such deficiency to the proper town or county officer, and if in ten days no answer is received, the Steward or Matron shall furnish the necessary articles, and charge the same to the town sending the patient. Each town shall likewise be responsible for any damages produced by their own poor. Private patients will also be required to make good any damages they may occasion.

Form of Certificate for Admission of Pay-Patients.

To JOHN HARRISON,
Steward of Marshall Infirmary.

Sir :—I recommend
to be admitted into the Marshall Infirmary as a
ward patient, at the rate of dollars per week.
Mr. will be responsible for the pay.
Troy, 18

CHAPTER XVI.

Of the Patients.

SEC. 1. No patient shall smoke in the house or in the galleries, make use of obscene or profane language, nor leave the ward in which he or she shall have been placed, without permission from the attending Physician or Medical Superintendent, or unless required by him to give assistance.

SEC. 2. The patients shall not play cards or dice, or any other game, except by direction of the Medical Attendant.

SEC. 3. They shall conduct themselves with due respect to the Matron, Nurses and Steward of the Infirmary.

SEC. 4. No male patient, under any pretence what-

ever, shall enter the apartment or wards for females, unless required by the Physician to give assistance, nor shall any female patient enter the wards of the males.

Sec. 5. No person shall allow their friends to bring them, nor shall they use anything whatsoever except the diet prescribed, without permission from the attending Physician or Medical Superintendent.

Sec. 6. Every patient shall retire to bed at nine, P. M., from the first of May to the first of November; at eight, P. M., from the first of November to the first of May; and those who are able shall rise at seven, A. M., during summer, and at eight A. M., during winter.

Sec. 7. Such charity patients as shall be considered able shall assist the nurses and other servants of the Infirmary in nursing the patients, making the beds, cleaning the wards, and doing such other work as the attending Physician or Medical Superintendent may direct. Any patient or patients not conforming to the by-laws of the corporation, shall incur the penalty of expulsion.

Sec. 8. When any patient is discharged from the Infirmary for irregular conduct, the Steward shall give notice thereof by letter, in the form and manner following, to the person who shall have recommended such patient:

Marshall Infirmary, {
day of 18 }

Sir,—I am directed to inform you that A. B., recommended by you, has this day been discharged from the Infirmary, for irregular conduct, by Dr.
attending. *Steward.*

Sec. 9. The body of any patient dying in the Infirmary, shall not be removed for interment until twenty-four hours in summer, and thirty-six in winter, shall have elapsed after the death of the patient, without a written permission from either the attending Medical Officer, or Medical Superintendent.

CHAPTER XVII.

Of the Out-Patients.

SEC. 1. They shall attend in the place at the hour appointed by the Medical Board, for giving advice and medicines to the poor, gratis; and if any of them neglect to attend twice in succession, without leave from the attending Physician or Medical Superintendent, he or she shall not be entitled to any further advice or medicine.

SEC. 2. The names of the out-patients shall be entered in a book kept for the purpose, with their age, complaint, religious persuasion, the time of admission, and the termination of the disease, as far as can be ascertained.

SEC. 3. Medicines and advice will be given the poor at every visit of the attending Physician or Surgeon. All out-patients shall provide their own phials.

SEC. 4. No out-patient shall loiter about the Infirmary gate, or premises adjoining; they shall come directly to the place appointed to receive them, and as soon as they have received the advice and medicines, which may be considered necessary for them, they shall immediately leave the Infirmary.

SEC. 5. Any out-patient or patients who shall violate any of the rules or regulations of the Infirmary, shall incur the penalty of dismissal.

CHAPTER XVIII.

Of Vaccination.

SEC. 1. On any of the days appointed by the Medical Board for vaccinating the poor, gratis, any person or persons, without the recommendation required for the admission of patients to the Infirmary, may present their children for inoculation.

SEC. 2. The person or persons who shall inoculate any children or other persons, on any of the above stated days, shall register in a book belonging to the Infirm-

ary, kept for that purpose, the name, age, sex, and religion of each and every individual so vaccinated, the part of the body on which the inoculation has been performed, the date, progress, and termination of each and every case.

SEC. 3. Each and every person bringing a child or children for vaccination, shall deposit twenty-five cents as a pledge of returning once at least with the child or children on a day fixed by the vaccinator, that the appearance may be noted; non-compliance with this rule will incur the forfeiture of the deposit, but upon due compliance with it, it will be returned.

CHAPTER XIX.

Of the Penalty of Receiving any Fee or Reward.

SEC. 1. No Governor, Officer, or other person connected with the Infirmary, shall at any time presume, under any pretence whatever, on pain of expulsion, to give to or take from any tradesman, patient, servant, or any other person or persons, any fee or reward or gratuity of whatever kind, directly or indirectly, for any service done, or to be done, or proposed to be done, on account of, or relative to the said Infirmary, except in the case of the Physicians to the Institution, who, for the accommodation of their private patients, may bring them into the pay-wards, when it does not interfere with the objects of the Institution.

SEC. 2. When a pauper dies in the Infirmary (if the body is to be interred,) the Steward shall give notice thereof to the Clergyman to whose congregation or church he or she may belong, or to the proper city or county authorities, and the porter shall, if necessary, assist the sexton in the interment.

SEC. 3. If any vacancy, either medical or otherwise, occurs at any time in the Infirmary, said vacancy shall be filled at the ensuing quarterly meeting.

CHAPTER XX.

Of the Library.

SEC. 1. The Library of the Marshall Infirmary shall consist of two departments—the MEDICAL and MISCELLANEOUS, and they shall be kept distinct from each other.

SEC. 2. The *Medical* shall include not only Books strictly Medical, but those on the Collateral Sciences, as Chemistry, Natural History, Natural Philosophy, and the Science of Mind, &c. The *Miscellaneous* shall include History, Travels, Agriculture, Biography, Belle-Letters, and Religious Reading. Everything of an immoral, debasing character shall be rejected.

SEC. 3. The Library shall be for the exclusive use of the Infirmary—Officers, Attendants and Patients—and on no account whatsoever shall a volume be taken out of the Infirmary.

SEC. 4. Each volume shall have a printed card, pasted on the inside of the left hand cover, designating to which of the departments it belongs. Either "Marshall Infirmary MEDICAL Library," or "Marshall Infirmary MISCELLANEOUS Library," with the No. of the volume, and if a donation, the date and name of the donor.

SEC. 5. A Catalogue of each Library shall be kept in a conspicuous place, easy of access, arranged with a vowel alphabet, and ruled in seven columns with printed headings, 1st. No. of Book. 2d. Subject. 3d. Author. 4th. Number of Volumes. 5th. Size. 6th. Name of Donor; and 7th. Date. As soon as a book is obtained it shall be registered without delay.

SEC. 6. At the Annual meeting of the Governors, (2d Tuesday in July,) in each and every year, the Librarians shall report the condition of the Library, stating the number of volumes on hand, and the number added during the year, and whether obtained by purchase or donation. Donations are hereby solicited from

any one disposed to benefit the Institution in this way. Reading, in many cases of insanity, is found very beneficial in the course of treatment.

SEC. 7. The Resident Medical Superintendent shall be LIBRARIAN of the Medical Library, and the Steward shall be LIBRARIAN of the Miscellaneous Library, and they shall be held responsible for the safe keeping of their respective libraries. They shall loan books to patients, assistants and officers at such time and under such restrictions as they may each deem best.

CHAPTER XXI.

Of Altering, Repealing and Making Regulations & Statutes.

SEC. 1. No additional By-Laws, Regulations or Statutes, shall hereafter be made, nor shall any of those already existing, be in any way altered or repealed, except a special motion for such alteration, repeal, &c., be made and received at one of the quarterly meetings of the Governors, and passed at the next quarterly meeting.

Form of Certificate for the Admission of Paupers.

TROY, day of 18

Sir :—I recommend
who has resided in the town of for to be admitted into the Marshall Infirmary as a pauper, if be thought a fit object for admission.

To the attending Medical Officer of the Marshall Infirmary.